

TRAVEL VOUCHER <i>(Read the Privacy Act Statement on the back)</i>		1. DEPARTMENT OR ESTABLISHMENT, BUREAU DIVISION OR OFFICE		2. TYPE OF TRAVEL <input type="checkbox"/> TEMPORARY DUTY <input type="checkbox"/> PERMANENT CHANGE OF STATION		3. VOUCHER NO.																																													
		4. SCHEDULE NO.																																																	
TRAVELER (PAYEE)	5. a. NAME (Last, first, middle initial) <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>			b. SOCIAL SECURITY NO. <div style="border: 1px solid black; height: 30px; margin-top: 5px;"></div>		6. PERIOD OF TRAVEL a. FROM <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> b. TO <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>																																													
	c. MAILING ADDRESS (Include ZIP Code) <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>			d. OFFICE TELEPHONE NO. <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>		7. TRAVEL AUTHORIZATION a. NUMBER(S) <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> b. DATE(S) <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>																																													
	e. PRESENT DUTY STATION <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>			f. RESIDENCE (City and State) <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>		10. CHECK NO. <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>																																													
	8. TRAVEL ADVANCE a. Outstanding <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> b. Amount to be applied <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> c. Amount due Government (Attached: <input type="checkbox"/> Check <input type="checkbox"/> Cash) <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> d. Balance outstanding <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div>			9. CASH PAYMENT RECEIPT a. DATE RECEIVED <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> b. AMOUNT RECEIVED <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> c. PAYEE'S SIGNATURE <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>		11. PAID BY <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>																																													
12. GOVERNMENT TRANSPORTATION REQUESTS, OR TRANSPORTATION TICKETS, IF PURCHASED WITH CASH <i>(List by number below and attach passenger coupon; if cash is used show claim on reverse side.)</i>		I hereby assign to the United States any right I may have against any parties in connection with reimbursable transportation charges described below, purchased under cash payment procedures (FPMR 101-7). <div style="text-align: right; margin-top: -20px;"> Traveler's Initials </div> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <thead> <tr> <th rowspan="2" style="width: 15%;">AGENT'S VALUATION OF TICKET <i>(a)</i></th> <th rowspan="2" style="width: 10%;">ISSUING CAR-RIER <i>(Initials)</i> <i>(b)</i></th> <th rowspan="2" style="width: 15%;">MODE, CLASS OF SERVICE AND ACCOMMODATIONS <i>(c)</i></th> <th rowspan="2" style="width: 15%;">DATE ISSUED <i>(d)</i></th> <th colspan="2" style="width: 45%;">POINTS OF TRAVEL</th> </tr> <tr> <th style="width: 30%;">FROM <i>(e)</i></th> <th style="width: 15%;">TO <i>(f)</i></th> </tr> </thead> <tbody> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>						AGENT'S VALUATION OF TICKET <i>(a)</i>	ISSUING CAR-RIER <i>(Initials)</i> <i>(b)</i>	MODE, CLASS OF SERVICE AND ACCOMMODATIONS <i>(c)</i>	DATE ISSUED <i>(d)</i>	POINTS OF TRAVEL		FROM <i>(e)</i>	TO <i>(f)</i>																																				
AGENT'S VALUATION OF TICKET <i>(a)</i>	ISSUING CAR-RIER <i>(Initials)</i> <i>(b)</i>	MODE, CLASS OF SERVICE AND ACCOMMODATIONS <i>(c)</i>	DATE ISSUED <i>(d)</i>	POINTS OF TRAVEL																																															
				FROM <i>(e)</i>	TO <i>(f)</i>																																														
13. I certify that this voucher is true and correct to the best of my knowledge and belief, and that payment or credit has not been received by me. When applicable, per diem claimed is based on the average cost of lodging incurred during the period covered by this voucher. <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="width: 50%;"> TRAVELER SIGN HERE </div> <div style="width: 40%; text-align: right;"> DATE <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> AMOUNT CLAIMED \$ <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> </div> </div>																																																			
NOTE: Falsification of an item in an expense account works a forfeiture of claim (28 U.S.C. 2514) and may result in a fine of not more than \$10,000 or imprisonment for not more than 5 years or both (18 U.S.C. 287; i.d. 1001).																																																			
14. This voucher is approved. Long distance telephone calls, if any, are certified as necessary in the interest of the Government. <i>(NOTE: If long distance telephone calls are included, the approving official must have been authorized in writing by the head of the department or agency to so certify (31 U.S.C. 680a).)</i> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="width: 45%;"> APPROVING OFFICIAL SIGN HERE </div> <div style="width: 50%; text-align: right;"> DATE <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> </div> </div>				17. FOR FINANCE OFFICE USE ONLY COMPUTATION <div style="border: 1px solid black; padding: 5px; margin-top: 5px;"> a. DIFFERENCES, IF ANY (Explain and show amount) <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="width: 70%;"> b. TOTAL VERIFIED CORRECT FOR CHARGE TO APPROPRIATION Certifier's initials: <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> </div> <div style="width: 30%; text-align: right;"> \$ <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="width: 70%;"> c. APPLIED TO TRAVEL ADVANCE (Appropriation symbol): </div> <div style="width: 30%; text-align: right;"> \$ <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> </div> </div> <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="width: 70%;"> d. NET TO TRAVELER </div> <div style="width: 30%; text-align: right;"> \$ <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> </div> </div>																																															
15. LAST PRECEDING VOUCHER PAID UNDER SAME TRAVEL AUTHORIZATION <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 5px;"> <div style="width: 30%;">a. VOUCHER NO. <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div></div> <div style="width: 30%;">b. D.O. SYMBOL <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div></div> <div style="width: 30%;">c. MONTH & YEAR <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div></div> </div>				16. THIS VOUCHER IS CERTIFIED CORRECT AND PROPER FOR PAYMENT <div style="display: flex; justify-content: space-between; align-items: flex-end; margin-top: 10px;"> <div style="width: 45%;"> AUTHORIZED CERTIFYING OFFICIAL SIGN HERE </div> <div style="width: 50%; text-align: right;"> DATE <div style="border: 1px solid black; width: 100px; height: 20px; display: inline-block;"></div> </div> </div>																																															
18. ACCOUNTING CLASSIFICATION <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>																																																			